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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 18 December 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

## A. SIGNIFICANT ITEMS

None to report

## B. OTHER ACTIVITIES

1. The following courses complete Phase I and receive their final examinations on 19 December:

Basic Russian Reading (PT)  
Russian Intermediate Reading-Scientific I (PT)  
Russian Intermediate Reading-Economic I (PT)  
Russian Basic Reading, Speaking, Writing (PT)  
Hungarian Basic Reading I (PT)

25X1 2. On 15 December [ ] met with an ad hoc committee to  
standardize course syllabi and final examinations in 101-104 Russian  
25X1 courses in the VLTP. The following instructors comprise the committee:  
[ ] Greater uniformity in the  
courses will be reflected in subsequent trimesters, beginning with the  
1959 Winter Trimester.

3. The Chinese translation of the A&E Staff's "Language Pro-  
ficiency Test" has been completed and delivered [ ]

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4. [ ] discussed with Mr. Shuford M. Alexander of Air Tech-  
nical Intelligence Center, Wright Patterson AFB, on the subject of  
teaching technical reading. Mr. Alexander is interested in setting  
up courses for personnel at his Headquarters.

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25X1 5. A Greek-speaker, [ ] whom we had hoped to recruit  
for the full-time Greek course tentatively scheduled to begin in  
January, and whom [ ] interviewed last week for the purpose, has  
informed us that she will not be able to accept employment now after  
all. She has filled out all the forms, however, and we will keep  
them on record for possible future use. We are now arranging an  
interview with another prospect, the wife of an Agency employee,  
for the Greek course in question.

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6. The Romance department is seeking an additional native speaker in French to take care of the numerous courses scheduled for the Spring. [ ] followed a lead to the Navy Language School this week but without complete success. The instructor contacted was discharged from the staff and was given an inferior assignment. We have not given up hope completely but the search goes on.

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